

2017

Washington Youth Program Registry User's Manual





Washington Youth Program Registry

youthprogramregistry.org

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Washington Youth Program Registry

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Overview

Education continues beyond the school day. So should young people's access to high-quality expanded learning opportunities—afterschool, in the summer and throughout the year. To expand as a field, we need accurate data about the programs that are providing expanding learning opportunities for youth in Washington. The Youth Program Registry is a free and comprehensive database to support expanded learning opportunities, youth development professionals, and quality information in Washington. This data will allow for an assessment of the service gaps in the state, help target funding and support services, and enable advocates to make a case for additional resources. Over time, data from the Youth Program Registry will enable families to search for programs that meet their needs and will help programs better market their services. Good data will support the field to gain insights, improve quality, and support organizations, programs, staff, and families.



The Youth Program Registry is a part of The Sparkwind Movement, a campaign aimed at providing equitable opportunities for youth across Washington to build lifelong skills, improve academic performance, and discover individual passions. Powered by School's Out Washington, it includes programs, communities, advocates and funders – all working together to raise the visibility of the positive impact of expanded learning programs on youth outcomes. To learn more, please visit <http://www.sparkwindmovement.org>.

Welcome to the Washington Youth Program Registry

The Youth Program Registry provides a single location for all the data on expanded learning programs in Washington. Youth service providers and professionals contribute their information to the Registry so that we can provide meaningful data to funders and legislators. This information will be used to help unify the field of youth development and expanded learning, and link organizations, sites, programs, and professionals in a way that allows users' access to the tools they need to continue providing quality programs to Washington's youth.

The Youth Program Registry is designed as a secure system with varying levels of administrative access. Sites will be able to access their own data, run customized reports, track information and create visuals to tell their own compelling stories. Programs will be able to access data for all of their participating sites, look for trends, assess needs, and track program progress over time. School's Out Washington (SOWA) will provide staffing support for the Registry. SOWA will also use aggregate data to provide information to identify gaps in services, paint a picture to state and local stakeholders about the needs in the field, and help make the case for additional funding. Examples of how the Registry will benefit programs include:



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Comprehensive Data

Paint the full picture of your organization, sites, programs, staff and quality data with one easy tool. Gain visibility into other organizations and program offerings available across the state.

Quality Assessments and Coaching

Learn how you can receive quality assessments and dedicated coaching for your sites and programs. Access organization and observational reports, set goals to customize your own quality improvement plan, and track your progress over time.

Empowering Reports and Analytics

Generate reports and visualizations for your programs, organization and quality data. Tell your unique story and support the case for grant and resourcing to build quality. Uncover meaningful insights for informed decision making.

Who Benefits from the Registry?

Everyone! Analysis performed on youth demographics, program content, and site service gaps will allow organizations to better understand their current offerings and needs. Individuals will be able to use the Youth Program Registry as a way to maintain their employment history as they switch between organizations. Coaches can access quality data and contact information for their sites. All of the information contributed to the Registry will be used to help unify the field of youth development and link organizations, sites, programs, and professionals in a way that allows users' access to the tools they need to continue providing quality programs to Washington's youth.



Data Security: Our development team is using top security protocols in business to protect all information that you enter into the Registry. We will not share your private information with anyone.

Getting Started

The Washington Youth Program Registry can be accessed at:

<http://www.youthprogramregistry.org>

This manual provides detailed instructions on how to create an account, navigate the dashboard, register organizations, sites, and/or individuals, as well as create reports.

For additional support, please e-mail registry@schoolsoutwashington.org. Additional contact information can also be found on the last page of this manual.

Homepage



The homepage introduces users to the key benefits of using the Registry, the vision behind it (The Sparkwind Movement), how it works, and contact information. While you can scroll down the homepage to each section, you could alternatively click on the four buttons in the top right-hand corner of the page.

For example, clicking Vision will direct you down to the third section of the page.



Here, you have the option of learning more about The Sparkwind Movement by clicking Visit the Sparkwind Movement.

At the bottom of the page are links to various resources: About Us, FAQ, Contact, Privacy Policy, and Terms & Conditions.

Creating a New Account

1. From the homepage of the Youth Program Registry (<http://www.youthprogramregistry.org>), click the large, orange Register button at the top right corner of the page.



2. Enter your first and last name. Click Next.

Please Create An Account

Thanks for your interest in the Youth Program Registry!
To get started, create an account in three easy steps.

- 1 First thing's first, please introduce yourself.

First Name

Last Name

[NEXT >](#)

Already have an account? [Login >](#)

3. Enter your personal e-mail address. Your personal e-mail is recommended in order to preserve your professional record and access information as you change jobs in the field. Click Next.

Please Create An Account

Thanks for your interest in the Youth Program Registry!
To get started, create an account in three easy steps.

- 2 Now, please enter your personal e-mail address.

Your personal e-mail is recommended in order to create a unique record for your account. This also enables the registry to preserve your professional record and access to information as you change jobs in the field. You may add a professional email and specify how you'd like to receive notifications later in profile settings.

[NEXT >](#)



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4. Create a password. Passwords must contain a minimum of six characters, one uppercase, one lowercase, one number, and a special character. Click Create Account.

Please Create An Account

Thanks for your interest in the Youth Program Registry!
To get started, create an account in three easy steps.

- 3 Finally, create a password and type it once more for verification.

.....

.....|

CREATE ACCOUNT

5. Check your personal e-mail and click on the large, orange Verify Account button. This will automatically open up the Registry in a new tab on your web browser and log you in to your account.

First Login and Registration

Upon logging in for the first time, you will be directed to this page. To begin registering an organization, site/branch, or yourself as a youth program professional, click on one of the three tabs to begin the process.

Thank you for verifying your e-mail.

Welcome to the Youth Program Registry!

Please choose how you'd like to register.



Organization

This is the agency that operates services for young people. An organization may be a community based Non-profit, agency, a church or temple, a private center, a neighborhood association, or a school.



Sites/Branches

A site refers to the physical location of the youth program and activities. For example, the Middleton School, the Bay Area Country Club, or the Central District YWCA.

**A site's organization must be registered first, before sites can join the registry.*



Youth Program Professional

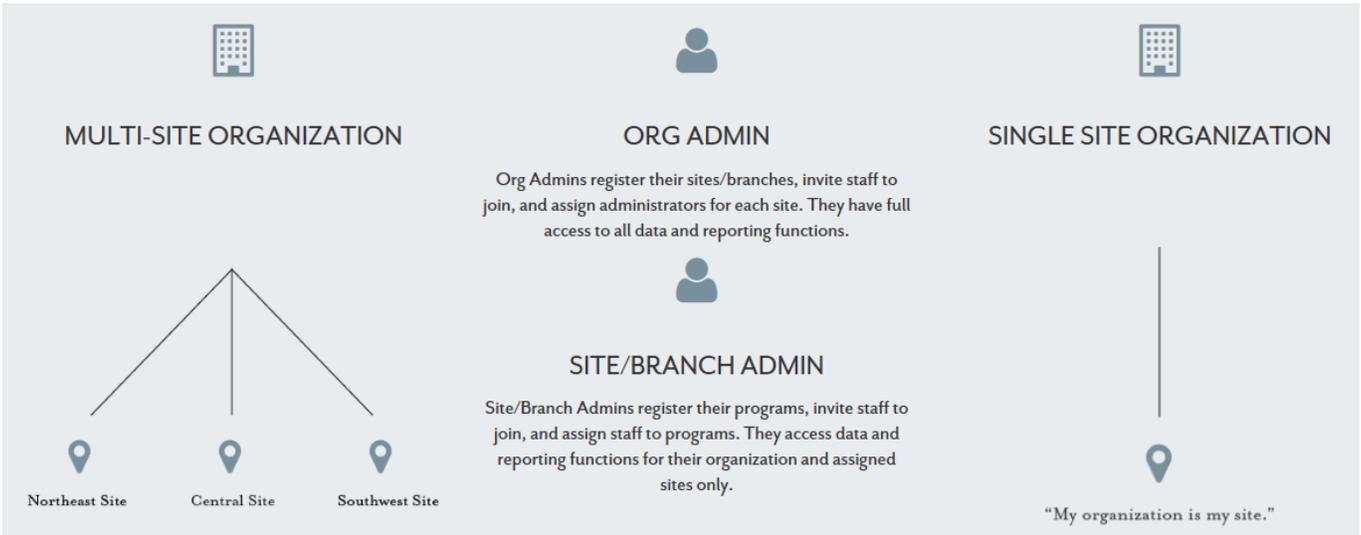
This refers to the individuals facilitating a session. For example, full-time or part-time staff, independent contractors, interns, paid workers or volunteers.

**Your site and organization must be registered prior to individual registration.*

You will also see a diagram of how organizations, sites/branches, and programs are structured. In cases where a single overall organization provides youth programs in multiple locations, multiple individual sites should be registered. If your organization operates out of only one site/branch, it would be considered a single site organization. This hierarchy allows more accurate demographics to be collected and helps track program quality regionally. This will also allow employees to access information to sites with which they are involved, but not other sites within the organization for which they may not have institutional access.

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To register an organization, site/branch, or as a youth program professional, please refer to pages 14, 19, or 29, respectively.

Users should note that after registering an organization, site, or youth program professional for the first time that they will not return to this diagram page again. Logins following initial registration will always be directed to the dashboard.

Introduction to the Dashboard

With the exception of your first login, you will always be directed to the dashboard. Here, you will be able to view and edit your information, register an organization, site/branch, or program, as well as create reports. You can always return to the dashboard by clicking Home on the left panel.

Washington Youth Program Registry

Home

USER: Sample Account

REGISTRATION PROGRESS

ORGANIZATION	SITES	STAFF
1 Pending Approval	2 Pending Approval	7 Pending Approval
10 Registered	12 Registered	1 Registered
217 Declared	217 Declared	544 Declared

Notification

Update my profile

Sample Account

My Account
My Profile
Log Out

Home

Reporting

Quality

Organization 10

Site/Branch 12

Programs 12

Staff 1

Accounts

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My Account: Manage your pending applications, notifications, and password.

My Profile: Edit your personal information as a youth professional.

View your **pending and approved** organizations and/or sites. Declared number of sites are reported by the organizations while declared number of staff are reported by the sites.

Access reporting features here.

General notifications over time will appear here.

Invite other **youth professional staff** to join the Youth Program Registry.

Register new **organizations, sites/branches, or programs**. View pending and edit approved applications. The numbers on the right represent your approved organizations, sites/branches, or programs.

If you are an organization or site admin, view and manage all the **staff accounts** under your organization and/or site, respectively.

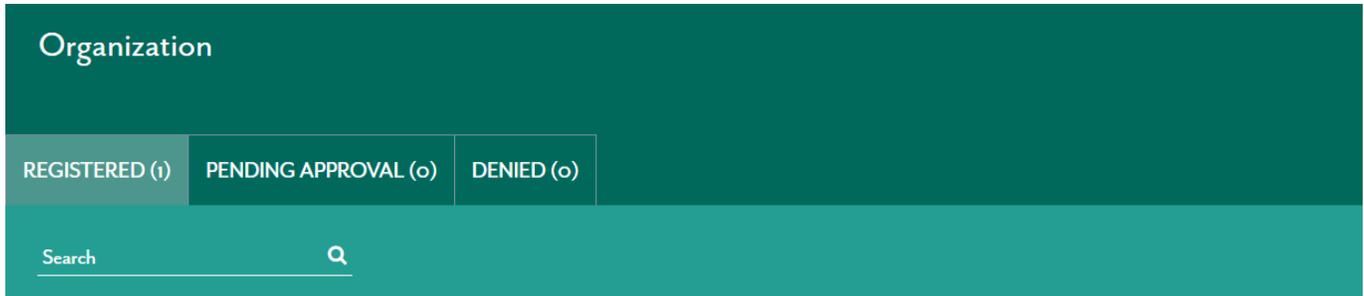
By clicking on either Organization, Site/Branch, or Program from the left panel, you can view approved, pending, or denied applications.

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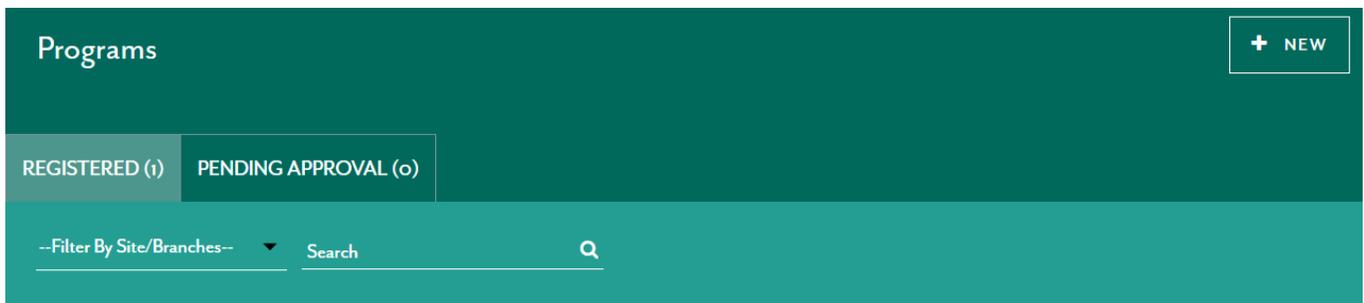
By hovering over a previously approved application, administrators will be able to view or edit the application's information. Users should note that a single user account may only be an administrator for one organization. You may not create a second organization if you are already an administrator for one. If you would like to act as an administrator for a second organization, please contact SOWA at registry@schoolsoutwashington.org.

On the other hand, you may be an administrator for multiple sites at the same time.



Organization	Primary Contact	P.C. E-mail	Quality Participant	Declared Programs	County
Sample Organization View/Edit	Contact, Primary	primary@organization.com	No	2	King

Under the Programs tab, users will also be able to see all approved programs under their organization. Hovering over an approved program will display a Duplicate button, which will allow users to submit a new application with a previously registered application's information. This may be useful for organizations and sites who host similar programs at different times or locations.

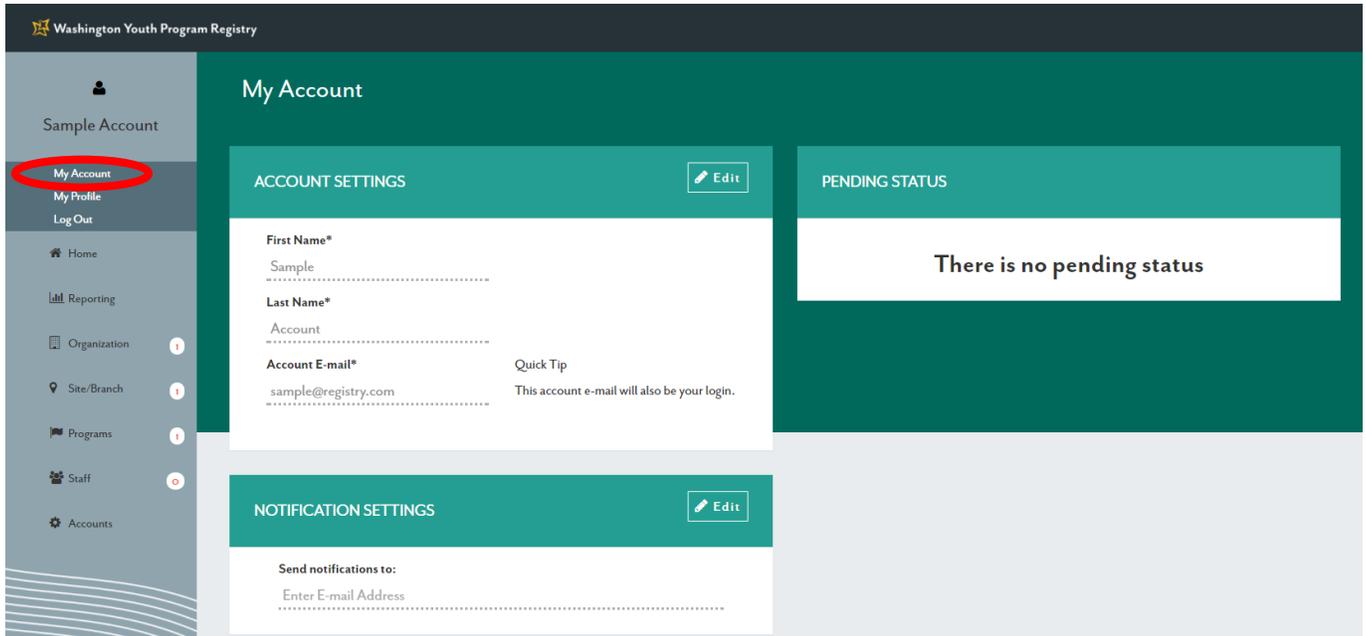


Program Name	Site	Schedule	Last Assessment
Sample Program 1 View/Edit Duplicate Delete	Sample Site	Academic Year	-

While users may delete their registered programs, organizations and sites/branches can only be deleted by contacting a SOWA administrator. If you would like to remove your organization or site/branch information from the Youth Program Registry, please e-mail registry@schoolsoutwashington.org.

My Account

Under My Account, accessible through the left panel from the dashboard, users can view and edit their basic information, such as their first and last name, account e-mail, and where to send e-mail notifications to. On the right side under My Account, users can also resume the applications that are unfinished and/or have not yet been submitted.



To change your password, click the Edit button on the top right hand corner of Account Settings. Save changes when finished.

Passwords must contain...

- At least 6 characters total
- At least one number
- At least one lowercase letter
- At least one uppercase letter
- At least one special character among !"#%&'()*+,-./\:;<=>?@[^_`{|}~

ACCOUNT SETTINGS

First Name*
Sample

Last Name* Quick Tip
Account This account e-mail will also be your login.

Account E-mail*
sample@registry.com

Password *****
change password

CANCEL
SAVE CHANGES



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My Profile

Under My Profile, accessible through the left panel from the dashboard, users can view and edit their personal information. This page serves as an access point to the information you have entered for your Youth Program Professional application. If your information changes, it can be updated here. Each category includes an Edit button in the top right-hand corner.

Washington Youth Program Registry

Sample Account

Home

USER: Sample Account

REGISTRATION PROGRESS

ORGANIZATION	SITES	STAFF
1 Pending Approval	2 Pending Approval	7 Pending Approval
10 Registered	12 Registered	1 Registered
	217 Declared	544 Declared

Notification

Update my profile

EDUCATION INFORMATION

Edit

Education Information

Highest Degree Achieved

Bachelor's Degree

University of Washington-Bothell Campus

Biochemistry

Graduation Date:

August 1993

Current Enrollment

I am currently enrolled in an education program.

Upon clicking the Edit button, a large orange Save button will appear in the lower bottom right-hand corner of that section. Click this to save any changes you have made.

EDUCATION INFORMATION

Education Information

Highest Degree Achieved

Bachelor's Degree ▼

University of Washington-Bothell Campus

Biochemistry

Add a second area of study +

Graduation Date:

August ▼ 1993 ▼

Current Enrollment

I am currently enrolled in an education program.

CANCEL

SAVE

Since users will not return to the diagram page after their first login and initial registration, those who chose to register an organization or site first will need to use My Profile in order to register as a Youth Program Professional.

Registration

Aside from your first login and registration after activating your Youth Program Registry account, other organizations, sites, or programs will be created and edited through the dashboard.

Organizations are agencies that operate services for young people. An organization may be a community based non-profit, an agency, a church or temple, a private center, a neighborhood association, or a school. They may have a single or multiple sites/branches. All organizations will be approved by School's Out Washington.

Sites/Branches refer to the physical location of the youth programs and activities. Organizations may either have a single location or multiple, where each of those would be referred to as a different site. A site's organization must be approved before it can join the Registry. Organization administrators approve of their associated sites.

Programs are specific offerings at sites. These may be dance, STEM, or tutoring programs. A program's site and organization must be approved before it can join the Registry. Site administrators approve of their associated programs.



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A **Youth Program Professional** is an individual who works at the site. They may be a supervisor, employee, full-time, part-time, intern, contractor, or a volunteer. An organization and their respective site must be registered before an individual may begin registering themselves. Site administrators approve of their associated staff.

What Information You Will Need to Register

Organizational structure is important to consider when creating profiles in the Youth Program Registry. When you register an organization, the profile must be approved by a School's Out Washington administrator. Sites must be attached to an organization at the time of application, and are approved by your organization's administrator. Programs must be attached to sites, and are approved by your site administrator. All individuals registering must be associated with an organization. Therefore, organizations must be in the Registry first, then sites, and lastly programs and individuals. **Each one is a separate application.** This hierarchy and approval process helps maintain accurate data and at each level, the Registry collects different information. A list of information required during registration has been compiled below:

Information Collected	Organization	Site/Branch	Program	Individual
General information	✓	✓	✓	✓
Location and contact information	✓	✓	✓	✓
Total number of current employees	✓	✓		
Total youth serving professionals	✓	✓		
Number of youth served	✓	✓	✓	
Maximum youth capacity		✓	✓	
Youth age range and quantity within age ranges	✓	✓	✓	
Youth race/ethnicity and respective percentages	✓	✓		
Youth race/ethnicity and respective numbers			✓	
Percentage of youth who qualify for Free & Reduced Lunch		✓		
Number of youth who qualify for Free & Reduced Lunch			✓	
Special needs focus	✓	✓	✓	
Specific population focus	✓	✓	✓	
Funding information and sources	✓	✓		
Program quality information	✓	✓	✓	
Program offerings	✓	✓	✓	
Scheduling details			✓	
Languages spoken by staff			✓	✓
Program fees			✓	
Program eligibility details			✓	
Application process			✓	
Documents required by participants			✓	
Staff race/ethnicity				✓
Highest degree obtained				✓
Number of years in youth development field				✓
Employment details (past and present)				✓
Employee wage and benefits <i>*optional</i>				✓

Assigning Administrators

Users who create organizations and sites in the Registry are automatically assigned as administrators. Administrators can be changed or added on the dashboard under the Accounts tab. These users have additional permissions within the Registry which include approval of associated sites, programs, and individuals, as well as access to aggregate reports on their workforce. Individuals who sign up as administrators will be able to access and view all information relating to their organization as well as all associated sites and programs if they are an organization administrator, or their site and all associated programs if they are a site administrator.

Users who choose to be an administrator should agree to terms and conditions of handling confidential information as they will be able to access aggregate reports on employees. Individual user accounts will not be visible to organization or site admin, and can only be viewed by SOWA admin, or the account creator.

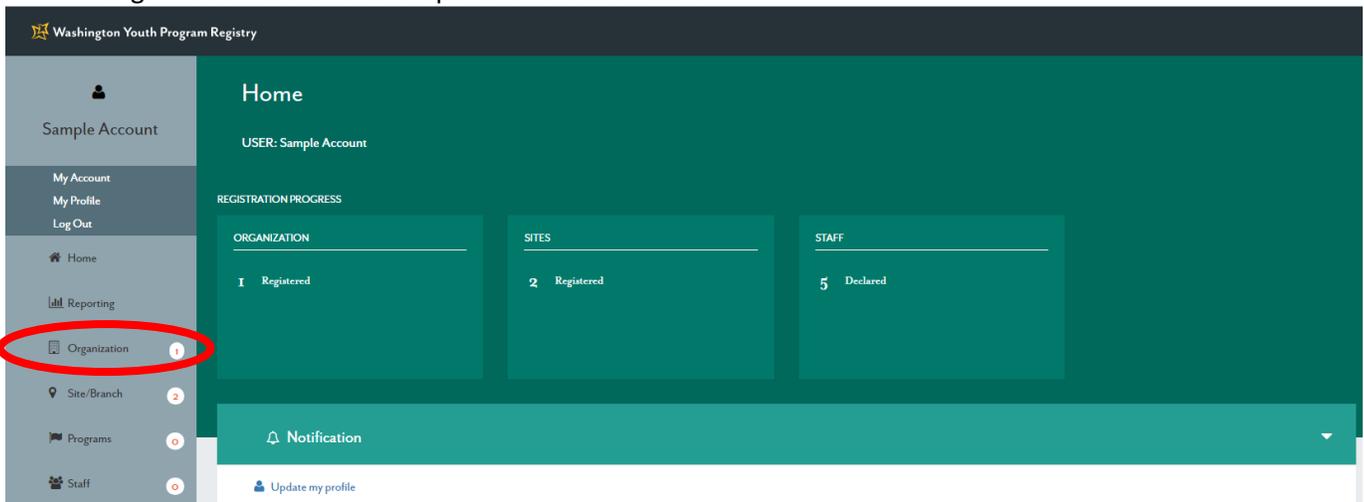
Organization Registration

Organization Flow Data: Please have this information available upon registering your organization.

- Organization details: name, website URL, CEO's name and e-mail, organization structure as a multi-service or single-service and multi/single youth programming site(s)
- Location and contact: mailing and physical address, primary and secondary contacts
- Staff count: total number of current employees, total number of youth serving professionals, current employee status(es)
- Youth served information: number of youth served, age ranges, race/ethnicity, special needs and/or specific population focuses
- Funding streams: sources
- Quality enrollment: Youth Program Quality initiative enrollment and participation
- Program offerings: total number and types of programs offered

How to Register an Organization

1. After logging in to your user account on the Washington Youth Program Registry homepage, click on the Organization tab on the left panel of the dashboard.

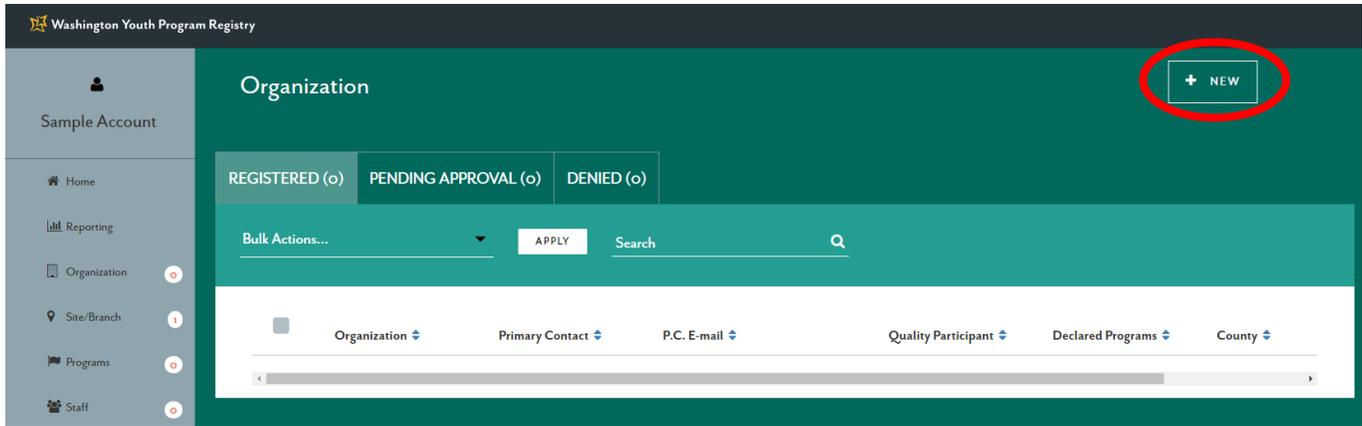


The screenshot shows the Washington Youth Program Registry dashboard. The left sidebar contains a navigation menu with the following items: Sample Account, My Account, My Profile, Log Out, Home, Reporting, Organization (highlighted with a red circle), Site/Branch, Programs, and Staff. The main content area displays the 'Home' page for a 'Sample Account' user. It features a 'REGISTRATION PROGRESS' section with three cards: 'ORGANIZATION' (1 Registered), 'SITES' (2 Registered), and 'STAFF' (5 Declared). A 'Notification' bell icon is visible at the bottom of the main content area, and an 'Update my profile' link is at the bottom left.

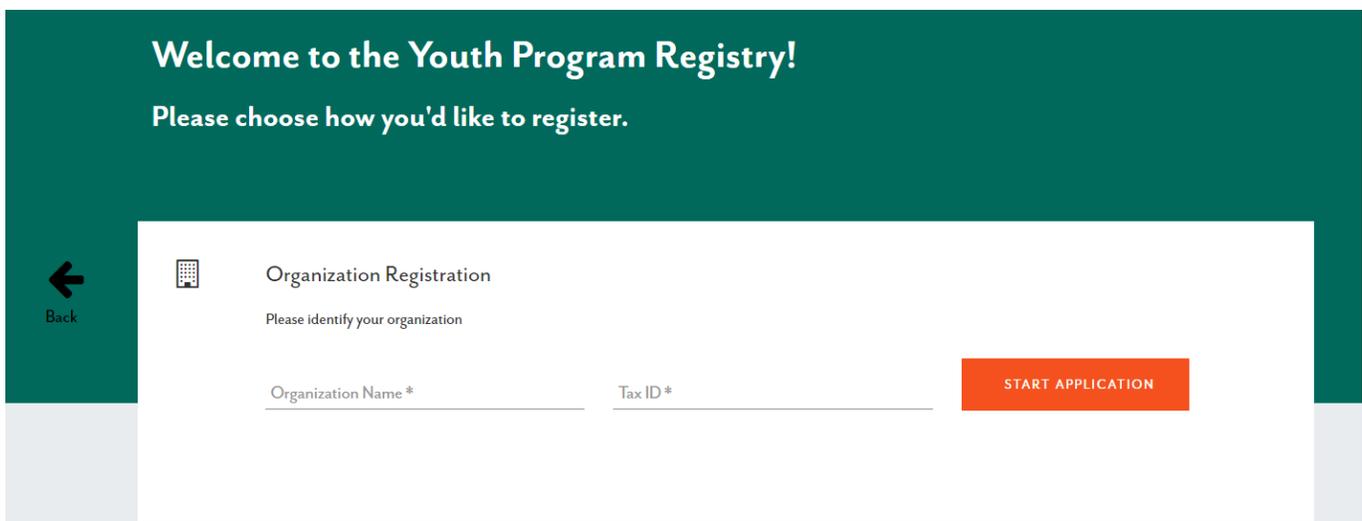
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2. Click the +New button on the top right hand corner.



3. Help us identify your organization by entering its name and tax ID. Tax IDs should contain nine numbers. Click Start Application.



4. On the left column, choose the classification of your organization. This could be a non-profit, for-profit, or private agency. Enter your organization's website URL, CEO's name, and CEO's e-mail. On the right, you may choose to insert a brief description of your organization.
5. If your organization has a DBA (doing business as) name, select "Yes" under "Does your organization have a DBA name?" and input the name. This will assist sites and staff in finding the appropriate organization they belong to. If your organization does not possess a DBA, then leave the answer selected at "No."
6. Below, on the left column, select whether your organization is a multi-service organization or a youth-serving organization. A youth-serving organization only provides programming specifically for youth, whereas a multi-service organization may provide other programs in addition to youth-specific programming. On the right, select whether your organization provides youth programming at a single site or multiple sites. Multi-site youth programming organizations have multiple locations (and therefore



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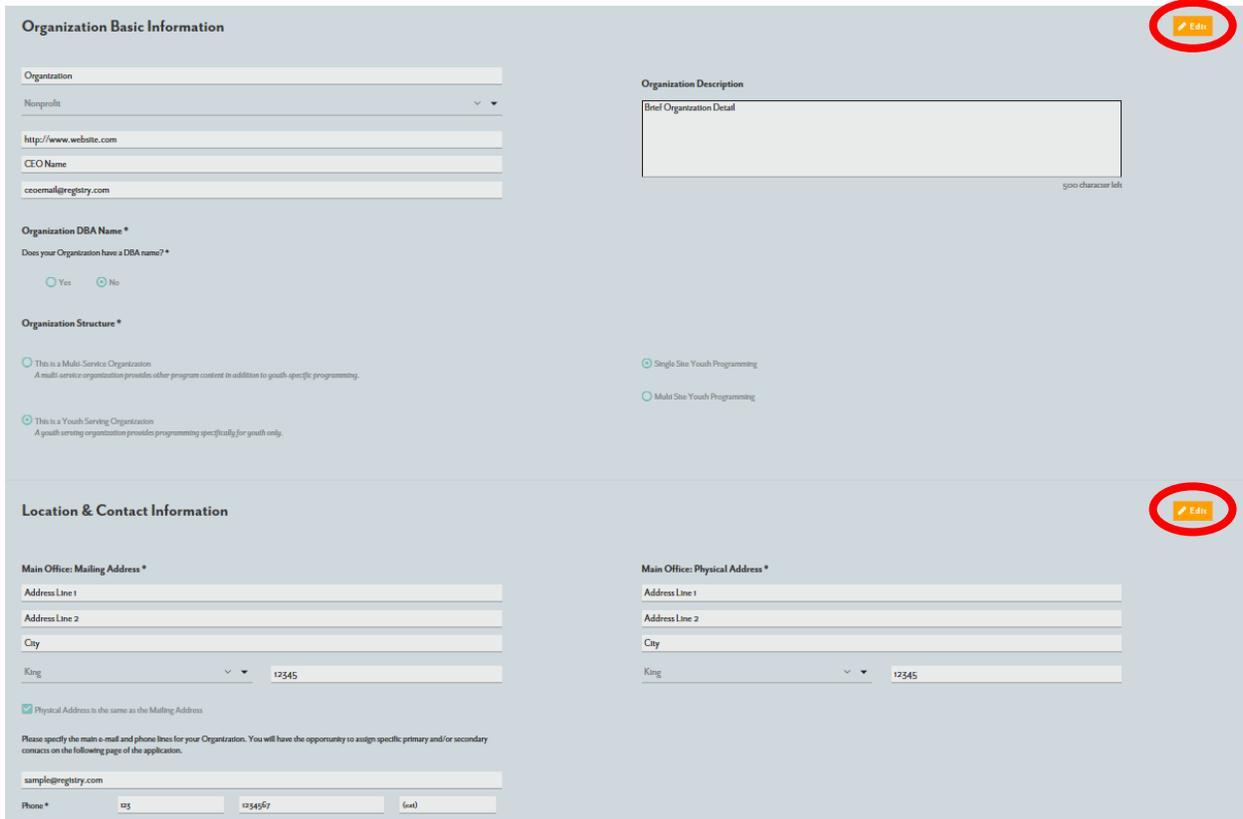
- sites/branches) across Washington State. If your organization is a multi-site youth program, please specify the number of sites it has. Click Save & Continue.
7. Entering the mailing address of the organization. If the physical address is the same as the mailing address, click the box that checks "Mailing address is the same as the physical address." If it's different, type in the physical address in the right column. Enter the organization's main e-mail and phone number. Click Save & Continue.
 8. Assign a primary contact for this organization by entering a first and last name, their position title (optional), professional e-mail address, and phone number. If desired, you may also enter a secondary contact. Click Save & Continue.
 9. Indicate the total number of current employees working at this organization. Include part-time, full-time, and season staff, but not volunteers. Then, on the right, indicate the total number of youth serving professionals that work for this organization. Again, include part-time, full-time, and season staff, but not volunteers. Below, indicate whether your organization currently has full-time staff, part-time staff, seasonal staff, or volunteers. Click Save & Continue.
 10. Specify the total number of youth served, including all sites and programs within the organization, annually. "Youth" is defined between the ages of 5-24 years old. On the right, indicate the age range(s) your organization serves and its respective quantity.
 11. Indicate the races/ethnicities of the youth served by your organization. Provide an approximate percentage of youth in respect to each race/ethnicity, keeping in mind youth of multiple races. Percentages must add up to 100%.
 12. If your organization provides services or programming specifically designed for youth with special needs, click "Yes" and check all that apply. Otherwise, the answer is automatically set to "No." Please note that we are asking about programs that are specifically designed to serve youth with special needs, and not ones that just provide accommodations.
 13. If your organization offers programs specifically designed to serve a particular youth population group, click "Yes" and check all that apply. Otherwise, the answer is automatically set to "No." Again, we are asking about programs that are specifically designed to serve a particular youth population group, and not ones that just provide accommodations. Click Save & Continue.
 14. Indicate all funding sources specifically used for youth development in the organization. If you don't know or aren't sure, check "I don't know." If your funding is provided from a source that is not listed, check "Other" and please specify. Click Save & Continue.
 15. If your organization (whether at one or multiple sites) is involved in a continuous quality improvement process, please indicate all that apply. If your organization is not involved in a continuous quality improvement process, check the box that states "My program is not enrolled in a quality initiative." If you would like more information about program quality, check the box that states "Send me more information about program quality."
 16. If your organization is committed to programs that aim to meet the Washington State Quality Standards for Afterschool and Youth Development Programs, check the box that states "Yes, this organization is committed to WA State quality standards." Click Save & Continue.
 17. Indicate the total number of program offerings provided annually by the entire organization. Programs of different categories and offerings, times, or locations should each be counted individually. For example, an arts program provided by one organization at 5 sites/branches should be recorded as 5 programs. An

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organization that has one program running during the school-time and one in the summer should record them as 2 programs. A site that has an arts program, a karate program, and a camping program should be recorded as 3 programs.

18. Below, indicate what type(s) of program(s) your organization offers and when your program(s) are offered.
19. Below, indicate any and all categories for which dedicated programming is provided by the organization. Sub-category selection is not required if your program does not fit into the description. For example, an arts class (broad category) might not necessarily be a painting class (sub-category), but a painting class is an art class.
20. Review your Organization Registration Application to ensure that it is accurate and that all questions have been answered to the best of your ability. If you need to make changes, click the Edit button associated with each section



Organization Basic Information Edit

Organization
Nonprofit
http://www.website.com
CEO Name
ceo@mail@registry.com

Organization Description
Brief Organization Detail
500 character limit

Organization DBA Name *
Does your Organization have a DBA name? *
 Yes No

Organization Structure *
 This is a Multi-Service Organization
A multi-service organization provides other program content in addition to youth-specific programming.
 This is a Youth Serving Organization
A youth-serving organization provides programming specifically for youth only.
 Single Site Youth Programming
 Multi Site Youth Programming

Location & Contact Information Edit

Main Office: Mailing Address *
Address Line 1
Address Line 2
City
King 12345

Main Office: Physical Address *
Address Line 1
Address Line 2
City
King 12345

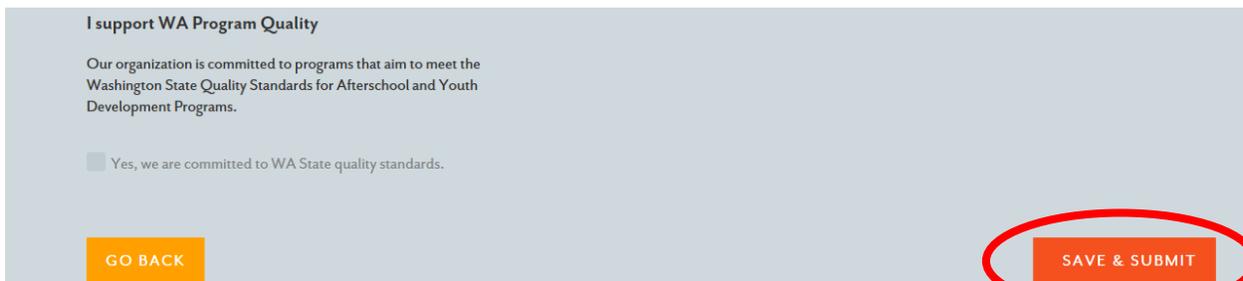
Physical Address is the same as the Mailing Address

Please specify the main e-mail and phone lines for your Organization. You will have the opportunity to assign specific primary and/or secondary contacts on the following page of the application.

sample@registry.com

Phone * 123 1234567 (ext)

21. At the bottom of the page, click Save & Submit.



I support WA Program Quality

Our organization is committed to programs that aim to meet the Washington State Quality Standards for Afterschool and Youth Development Programs.

Yes, we are committed to WA State quality standards.

[GO BACK](#) [SAVE & SUBMIT](#)

22. Your Organization Registration Application has been submitted. The registrant will receive an e-mail once the organization has been approved by School's Out Washington. If you have not updated your notifications e-mail (under My Account on the left panel of the dashboard), notices will be directed at your personal login e-mail address.

Organization Registration Application

Application Complete



Thank you for submitting your application!

Your application will be reviewed by School's Out Washington, and the primary contact on the account will receive a notification by e-mail upon its approval.

[RETURN TO DASHBOARD](#)

About the Washington State Quality Improvement System

The Youth Program Quality Initiative (YPQI) engages youth programs in an ongoing process of quality improvement. Participants engage in a data-driven professional development process that includes assessment, planning, training, a peer learning community, and coaching. The benefits of a quality improvement process extends not just to the staff who participate, but to their colleagues, program, and organization, and particularly to the young people who are everyone's priority.

The YPQI process provides a tested, quantitative way to assess your youth program and track improvements over time. If you would like more information on how you can be a part of YPQI, click the link below to contact a SOWA representative.

[LEARN MORE](#)

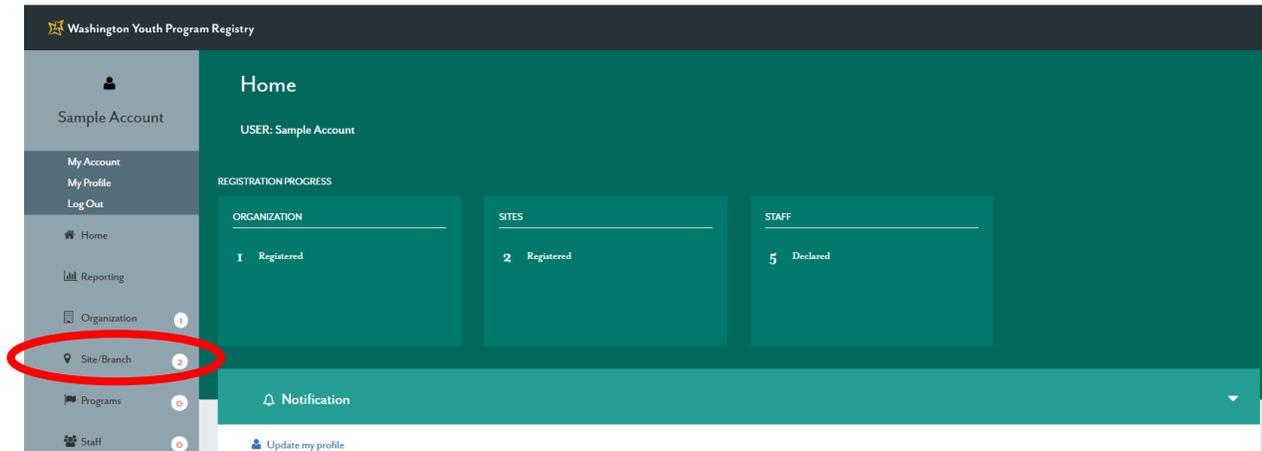
Site/Branch Registration

Site/Branch Flow Data: Please have this information available upon registering your site/branch.

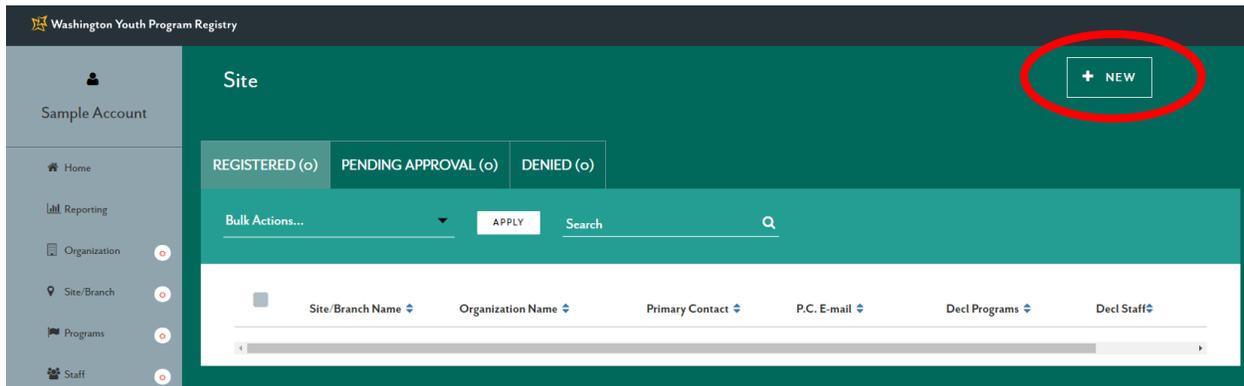
- Site details: organization name, site name, website URL, site director's name and e-mail
- Location and contact: mailing and physical address, site e-mail and phone number, primary and secondary contacts
- Staff count: total number of current employees, total number of youth serving professionals (as part-time, full-time, seasonal workers, or volunteers)
- Youth served information: number of youth served, age ranges, percentage of youth who currently qualify for Free & Reduced Lunch, race/ethnicity, special needs and/or specific population focuses
- Program offerings: total number and types of programs offered, languages spoken at site
- Funding streams: sources
- Quality enrollment: Youth Program Quality initiative enrollment and participation

How to Register a Site/Branch

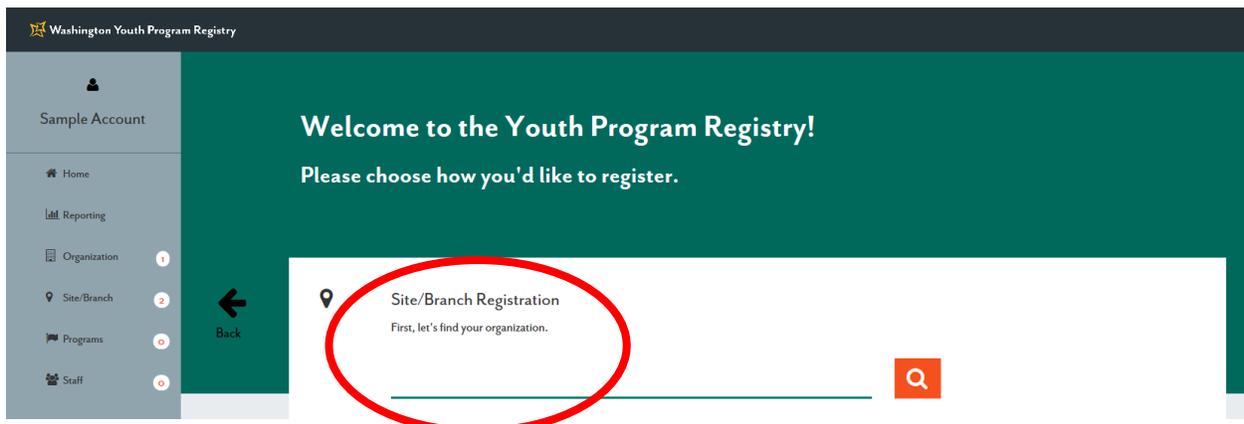
1. After logging in to your user account on the Washington Youth Program Registry homepage, click on the Site/Branch tab on the left panel of the dashboard.



2. Click the +New button on the top right hand corner.



3. Enter the name of the site's organization in the search bar. The organization must have submitted an application before you can register any one of its sites.



youthprogramregistry.org

- As you type in your organization's name, a list of matches will appear. Click on your organization and then the orange magnifying glass button.

 Site/Branch Registration

First, let's find your organization.

YMCA 

YMCA of Greater Seattle

- A list of your matches will appear below. Click on your organization and once it's highlighted dark grey, click the large, orange Select button.

 Site/Branch Registration

First, let's find your organization.

YMCA of Greater Seattle 

YMCA of Greater Seattle
909 4th Ave
Seattle, King 98104

SELECT >

- Enter your site's name and address. Duplicate site names will not be allowed. If your organization includes multiple sites, we recommend naming your site as *Organization Name – Location*. Click Start Application.

 Site/Branch Registration

Before beginning the application, let's verify that your site isn't already listed in the registry. Please provide your site's mailing address below.

Site Name *

Mailing Street *

Mailing Street 2

City *

Zip *

START APPLICATION

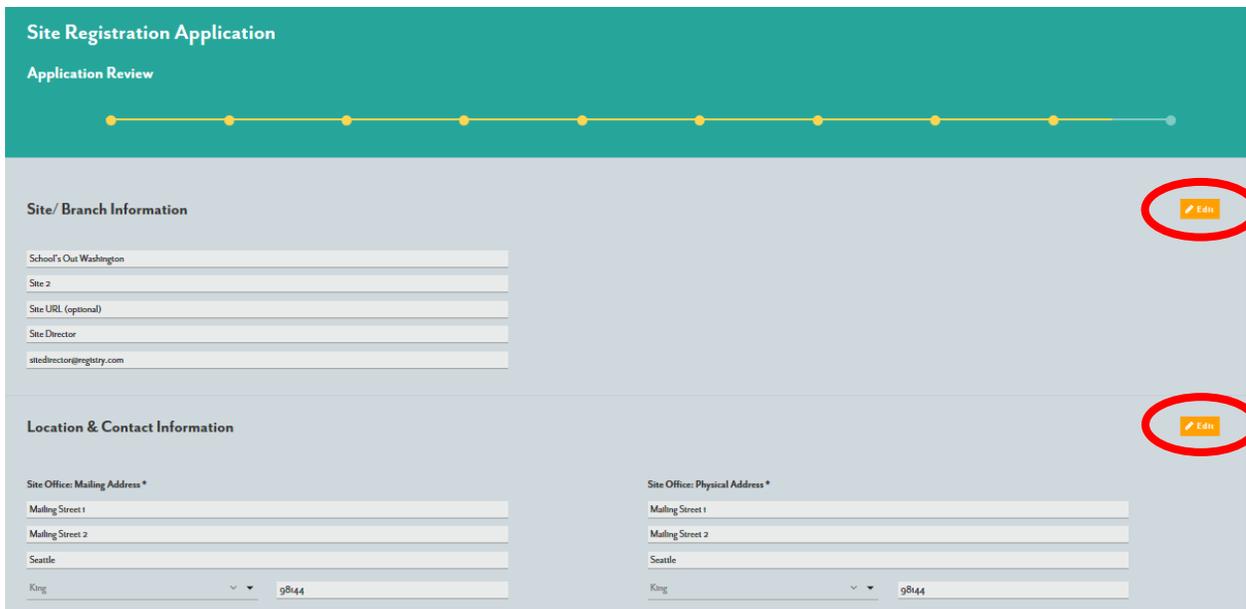


Washington Youth Program Registry

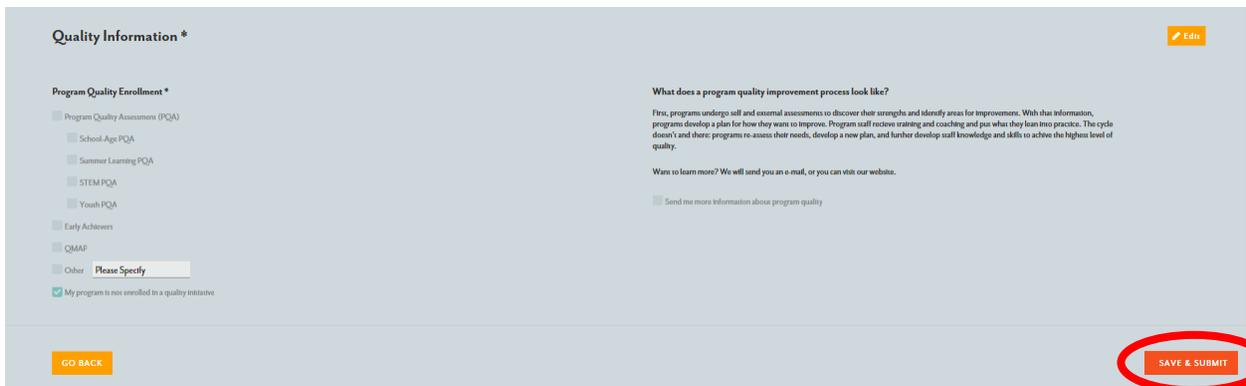
youthprogramregistry.org

7. Enter your site's URL (optional) along with your site director's name and their professional e-mail address. Click Save & Continue.
8. Enter your site office's mailing and physical address. If the two are the same, check the "Mailing Address is the same as the Physical Address" box. Indicate whether the physical address listed is a temporary or alternate location. Enter the site's e-mail and phone lines. This should be different from the site's primary and/or secondary contacts. Click Save & Continue.
9. Include a primary contact for your site. Provide their name, professional e-mail address, and phone number. A secondary contact may be added if available. Click Save & Continue.
10. On the left, enter the total number of employees (full-time and part-time, seasonal) working at this specific site, including both youth serving and all other professionals working at this location. Do not include volunteers. On the right, specify the number of youth serving professionals that are working full-time, part-time, or volunteering during the school year and summer session, respectively. If none, enter 0. "Youth" is defined as youth from the ages of 5-24. Click Save & Continue.
11. On the left, select the total number of youth served at this site and the total capacity for youth. On the right, check the boxes to indicate the specific age and select the number of youth served within that age range.
12. Enter the percentage of youth at your site who currently qualify for Free & Reduced Lunch.
13. Check the boxes to indicate the races/ethnicities of youth at this site and specify the exact percentages, with mixed race youth in mind. All percentages must add up to 100%.
14. If your site provides services or programming specifically designed for youth with special needs, click "Yes" and check all that apply. Otherwise, the answer is automatically set to "No." Please note that we are asking about programs that are specifically designed to serve youth with special needs, and not ones that just provide accommodations.
15. If your site offers programs specifically designed to serve a particular youth population group, click "Yes" and check all that apply. Otherwise, the answer is automatically set to "No." Again, we are asking about programs that are specifically designed to serve a particular youth population group, and not ones that just provide accommodations. Click Save & Continue.
16. Indicate all funding sources specifically used for youth development at your site. If you don't know or aren't sure, check "I don't know." If your funding is provided from a source that is not listed, check "Other" and please specify. Click Save & Continue.
17. On the left, indicate whether your site is involved in a continuous quality improvement process. A description of program quality improvement processes is included on the right. If you would like more information about program quality, check the "Send me more information about program quality" box. Click Save & Continue.
18. Indicate the total number of program offerings provided annually by the site. Programs of different categories and offerings, times, or locations should each be counted individually. For example, a site that has one program running during the school-time and one in the summer should record them as 2 programs. A site that has an arts program, a karate program, and a camping program should be recorded as 3 programs. A site that has the same art program provided at 2pm and another at 5pm should be recorded as 2 programs.
19. Below, indicate what type(s) of program(s) your site/branch offers and when your program(s) are offered.

20. Below, indicate any and all categories for which dedicated programming is provided by your site. Dedicated programming is determined by a minimum of 50% of the individual program’s time specializing in that category. Sub-category selection is not required if your program does not fit into the description. For example, an arts class (broad category) might not necessarily be a painting class (sub-category), but a painting class is an art class. If the programs at your site do not have dedicated concentrations in the categories provided, select “Mixed Content/Multiple Offerings.”
21. Below, indicate whether your site offers any programs where the primary language used is not English. Click Save & Continue.
22. Review your Site Registration Application to ensure that it is accurate and all questions have been answered to the best of your ability. If you need to make changes, click the Edit button associated with each section.



23. At the bottom of the page, click Save & Submit.



24. Your Site Registration Application has been submitted. The registrant will receive an e-mail once the site has been approved by your organization. If you have not updated your notifications e-mail (under My Account on the left panel of the dashboard), notices will be directed at your personal login e-mail address.

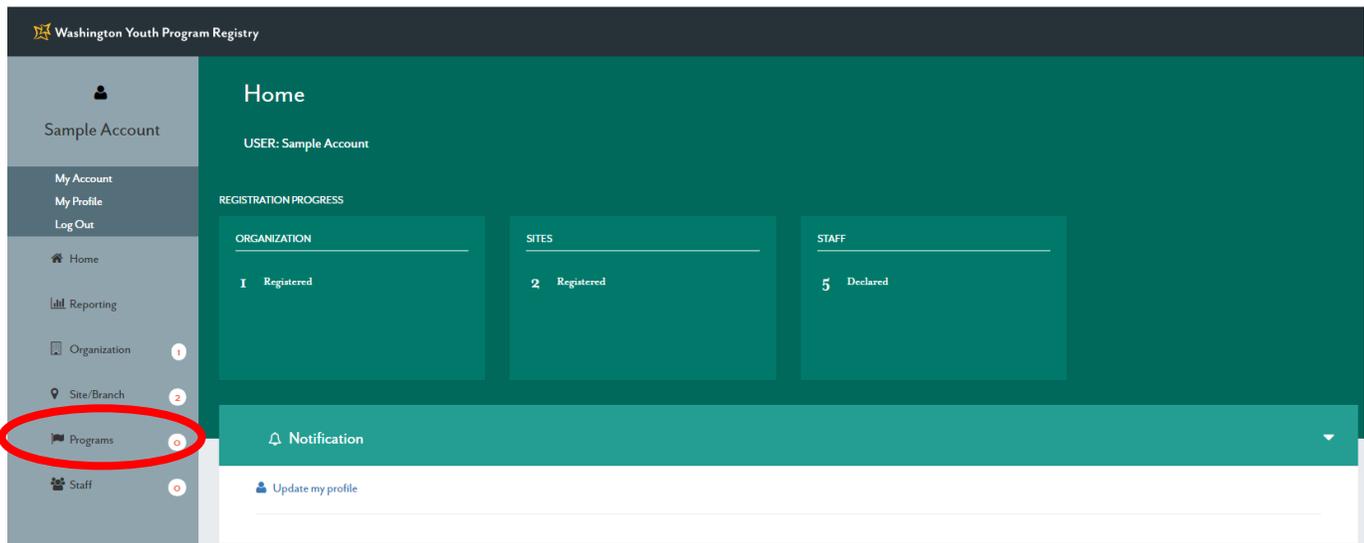
Youth Program Registration

Program Flow Data: Please have this information available upon registering your program.

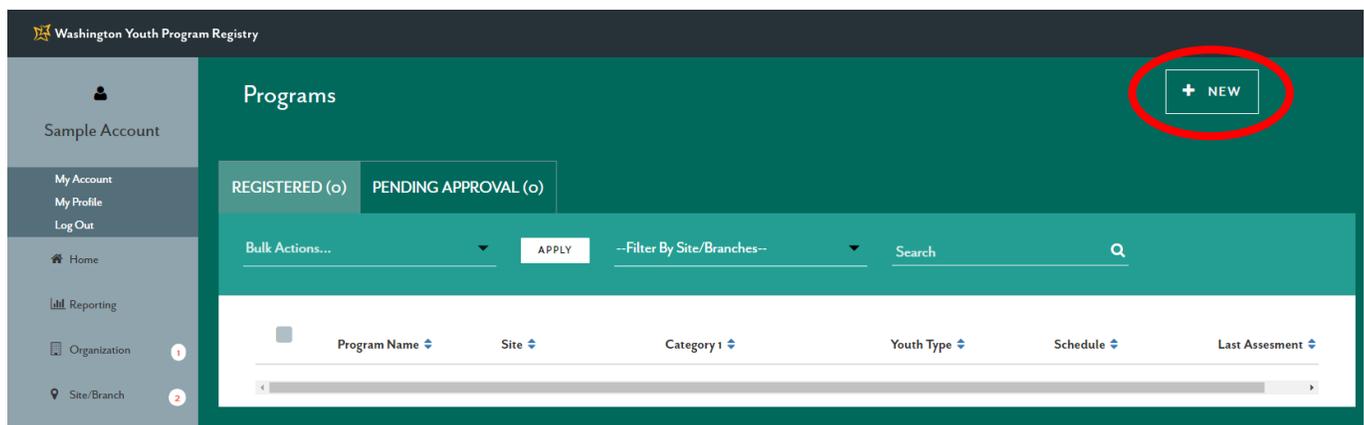
- Program details: program name, site location, offering categories, schedule, and languages spoken staff
- Program eligibility: fees, optional descriptions about program eligibility, application process, and documents required by participants
- Youth served information: program capacity, age limits, number of youth who currently qualify for Free & Reduced Lunch, race/ethnicity, special needs and/or specific population focuses
- Quality enrollment: Youth Program Quality initiative enrollment and participation

How to Register a Program

1. After logging in to your user account on the Washington Youth Program Registry homepage, click on the Program tab on the left panel of the dashboard.



2. Click the +New button on the top right hand corner.





Washington Youth Program Registry

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3. Enter the name of your youth program.

Youth Program Application
Program Description

Program Name*

Program Name

Program Site Location*

--Select from Registered Sites--

My program has a temporary site location

Quick Tip

Site not listed? Your site's application may still be pending approval. Or, if you know an application has not been submitted, [register a new site now](#)

4. If you are affiliated with multiple organizations, a drop-down list of organizations will be available. Click the organization you are registering a program for. If you are only affiliated with one organization, there will be no organization options. A drop-down list of site(s) your account is associated with will be provided. Select the site that provides the program you are registering. If the site is not listed, its application may still be pending approval. School's Out Washington will approve of any pending organizations while organizations are responsible for approving sites. Both a program's organization and site must be approved prior to its registration.

Youth Program Application
Program Description

Program Name*

Program Name

Program Site Location*

--Select from Registered Sites--

My program has a temporary site location

Quick Tip

Site not listed? Your site's application may still be pending approval. Or, if you know an application has not been submitted, [register a new site now](#)



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- 5. If the program is located at a temporary site, check the box “My program has a temporary site location” and enter the temporary site’s address.

Program Name*

Program Name

Program Site Location*

School's Out Washington

--Select from Registered Sites--

My program has a temporary site location

Site Temporary Address*

Address *

City *

--State *-- Zip *

Quick Tip

Organization not listed? Your Organization's application may still be pending approval.

Site not listed? Your site's application may still be pending approval. Or, if you know an application has not been submitted, [register a new site now](#)

- 6. Indicate whether your program is a drop-in, registered, group licensed care, faith-based, or 1:1 mentoring program. Multiple categories may be selected. On the right, indicate when this program is offered.

Program Type*

- Drop-In Program
- Registered Program
- Group Licensed Care
- Faith-based Group
- 1:1 Mentoring

Program Season*

Select Program Season

- 7. Indicate the specific content this program focuses on. If there is no content focus or if there are multiple focuses, check “Mixed Content/Multiple Offerings.” At least 50% of the program’s activities should specialize in a particular area in order for it to be considered a focus. Therefore, each program should only check **ONE** broader category, and a sub-category if applicable.



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Offering Categories*

Please indicate **ONE** parent category that best identifies this program's focus. If applicable, please also select a sub-category under the parent category. At least 50% of program activities should specialize in a particular area for you to check the box. If your program does not have a dedicated concentration in one of these categories, please select 'Mixed Content/Multiple Offerings'.

- | | | |
|--|--|--|
| <input type="checkbox"/> Arts | <input type="checkbox"/> Career Development | <input type="checkbox"/> Day camp |
| <input type="checkbox"/> Performing | <input type="checkbox"/> Job skills training | <input type="checkbox"/> Prevention |
| <input type="checkbox"/> Visual/Digital arts | <input type="checkbox"/> Youth employment | <input type="checkbox"/> Gang prevention |
| <input type="checkbox"/> Academics | <input type="checkbox"/> Apprenticeship/Internship | <input type="checkbox"/> Mental health support |
| <input type="checkbox"/> Homework help | <input type="checkbox"/> Enrichment (Mixed Content/Multiple Offerings) | <input type="checkbox"/> Pregnancy prevention |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Leadership/Civic engagement | <input type="checkbox"/> Substance abuse prevention |
| <input type="checkbox"/> College prep | <input type="checkbox"/> Outdoor/Environmental Education | <input type="checkbox"/> Housing and shelter |
| <input type="checkbox"/> Credit retrieval | <input type="checkbox"/> Overnight camp | <input type="checkbox"/> Service Learning |
| | | <input type="checkbox"/> Sports & Recreation |
| | | <input type="checkbox"/> STEM |
| | | <input type="checkbox"/> Other <u>Please Specify</u> _____ |

8. Include a brief description of the program, the program's schedule and if applicable, indicate any languages besides English that are spoken by staff in the program. Click Save & Continue.
9. Include descriptions about program eligibility, how to apply, and any documents required from program participants. Then, select any fees required for participation and whether your program offers a sliding scale payment option or scholarships. Click Save & Continue.
10. Specify the program's total capacity and the number of youth currently enrolled in the program. Indicate the youngest and oldest age eligible for this program.
11. Indicate the number of youth at your program who currently qualify for Free & Reduced Lunch. If you are unsure, click "I don't know."
12. Indicate the number of youth in this program in their respective race/ethnicity.
13. Indicate whether any youth who are currently enrolled in this program have an IEP for diagnosed special needs. If yes, select all applicable diagnosis and enter the number of youth with that diagnosis. Only count each child once, listing them under their primary diagnosis, so that the total count is no greater than the program's current enrollment.
14. Indicate whether this program has a population focus and if yes, select all that apply. Click Save & Continue.
15. On the left, indicate whether this program is involved in a continuous quality improvement process. A description of what a program quality improvement process is included on the right. If you would like more information about program quality, check the "Send me more information about program quality" box on the right. Click Save & Continue.



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Program Quality Enrollment *

Are you involved in a continuous quality improvement process? (Check all that apply)

- Program Quality Assessment (PQA)
 - School-Age PQA
 - Summer Learning PQA
 - STEM PQA
 - Youth PQA
- Early Achievers
- QMAP
- Other
- My program is not enrolled in a quality initiative

GO BACK

SAVE & CONTINUE

What does a program quality improvement process look like?

First, programs undergo self and external assessments to discover their strengths and identify areas for improvement. With that information, programs develop a plan for how they want to improve. Program staff receive training and coaching and put what they learn into practice. The cycle doesn't end there: programs re-assess their needs, develop a new plan, and further develop staff knowledge and skills to achieve the highest level of quality.

Want to learn more? We will send you an e-mail, or you can visit our website.

Send me more information about program quality

16. Review your Youth Program Application to ensure that it is accurate and that all questions have been answered to the best of your ability. If you need to make changes, click the Edit button associated with each section. At the bottom of the page, click Save & Submit.
17. Your Youth Program Application has been submitted. The registrant will receive an e-mail once the program has been approved by your organization or site. If you have not updated your notifications e-mail (under My Account on the left panel of the dashboard), notices will be directed at your personal login e-mail address.

Youth Program Application

Program Submitted!

Thank you for submitting your application!

Your program application was submitted successfully and will be reviewed by an administrator. You will be notified upon its acceptance into the registry

Need to add another program?

You may start a fresh application, or duplicate and edit this program listing for another site.

+ ADD NEW PROGRAM

DUPLICATE PROGRAM

or if you forgot something, or need to make a change to the current application, you may revisit it at any time

+EDIT THIS PROGRAM

Washington Youth Program Registry

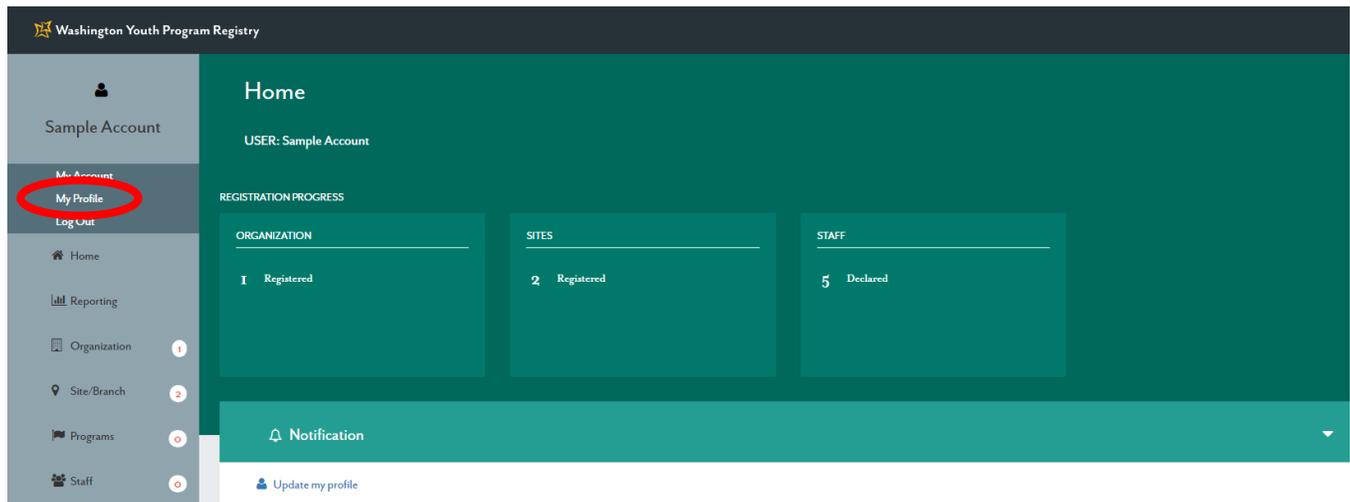
youthprogramregistry.org

If your site has multiple programs, you may click the +Add New Program button. This will redirect you to the beginning of a new Youth Program Application.

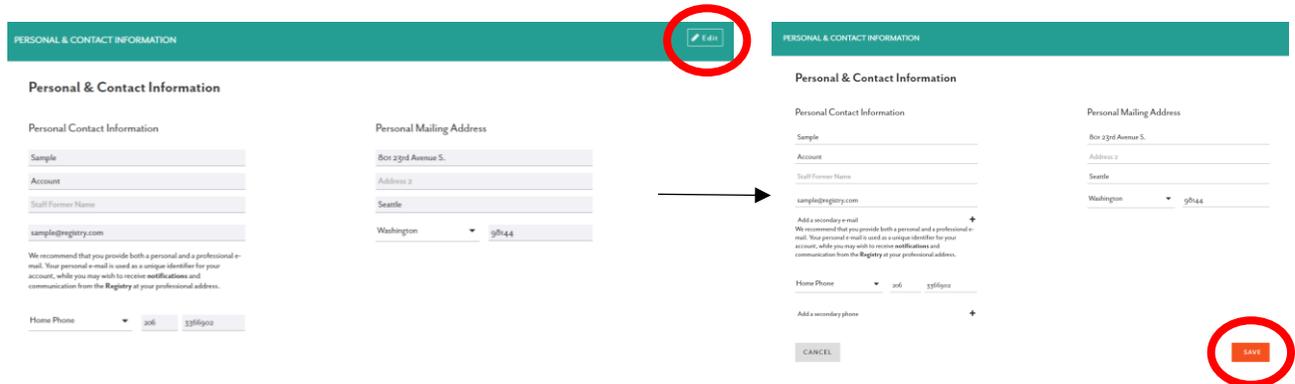
If a program similar to the one you just registered is located at another site, offered at a different time, or offers a different focus, you may click the Duplicate Program button. This will redirect you to the beginning of a new Youth Program Application, with all of the previously entered information automatically attached. Enter a new program name and select a new site location, then edit any necessary information and follow the same steps to submit another application. This may be repeated several times.

Youth Program Professional Registration

OLD ACCOUNT USERS who have previously registered either an organization or a site will need to update their Youth Program Professional Application by clicking My Profile on the left panel of the dashboard.



Once under My Profile, users will be able to view and/or update their information by clicking the Edit button on the top right-hand corner of each section and then saving by clicking the Save button on the bottom right-hand corner.



After editing your personal information under My Profile, your staff profile will be automatically updated. Your associated organizations and sites will now be able to use the information you provided to create aggregate staff

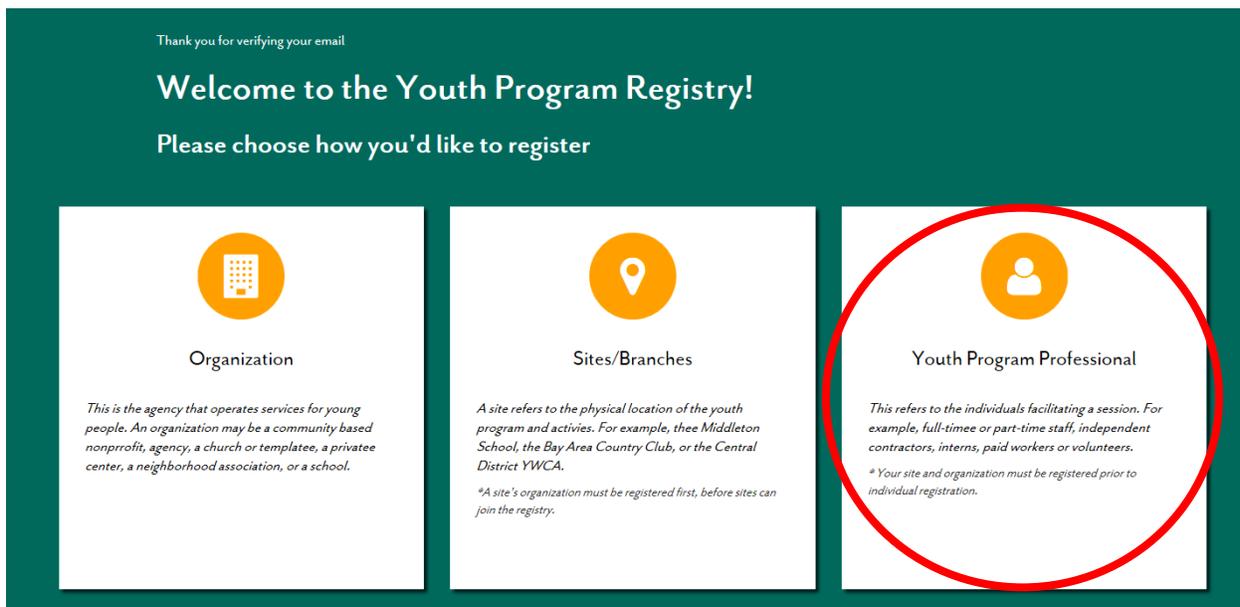
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metric reports (which includes race/ethnicity of staff, time in the field, and highest education level achieved). Your individual Youth Program Professional application can only be viewed by yourself and a School's Out Washington administrator.

NEW ACCOUNT USERS who have never registered an organization, site, or themselves before should follow the steps listed below.

1. If you just finished verifying your account via the link in your e-mail, you should be on the welcome page. Click Youth Program Professional on the right.



Thank you for verifying your email

Welcome to the Youth Program Registry!

Please choose how you'd like to register


Organization
This is the agency that operates services for young people. An organization may be a community based nonprofit, agency, a church or temple, a private center, a neighborhood association, or a school.


Sites/Branches
A site refers to the physical location of the youth program and activities. For example, the Middleton School, the Bay Area Country Club, or the Central District YWCA.
*A site's organization must be registered first, before sites can join the registry.


Youth Program Professional
This refers to the individuals facilitating a session. For example, full-time or part-time staff, independent contractors, interns, paid workers or volunteers.
* Your site and organization must be registered prior to individual registration.

2. Click the large, orange New Account button.
3. Enter your personal contact information. The e-mail you provide on this page should be your professional e-mail. Your personal e-mail is already registered as your login credential. Include your home and/or cell phone number(s) along with your personal mailing address. Your personal information will be used to create an employment profile, where your records will follow you from one organization to the next. Click Save & Continue.
4. Enter your birth date, gender identification, race and ethnicity, and languages you are fluent in. Click Save & Continue.
5. On the left column, enter the highest education degree you have achieved and your graduation date. If you are currently enrolled, you may enter the highest degree you have completed and input your current enrollment on the right. Clicking the "I am currently enrolled in an education program" button will allow you to enter your educational institution, area of study, and expected graduation date. This is not necessary if you are not currently enrolled in an educational program. Click Save & Continue.
6. Enter the number of years you have worked in the child and/or youth development field. This may include volunteer, seasonal, part-time, and full-time positions.

7. On the left column, enter your current employment details by selecting an organization, site, and listing your position title. Only approved organizations and sites will appear on this list. Enter the start date of your employment. If you currently work at this site, click the “I currently work here” button. Please indicate whether your current position is volunteer, seasonal, part-time, or full-time. Compensation and benefit details may also be included but are optional.
8. On the right column, select whether your youth service role is a management position, direct service position, dual role, or support/administrative staff. Management roles run a youth development organization or site. Direct service positions work directly with youth as their primary role. Dual roles work intermittently with youth while also working for the organization in other capacities. Support or administrative staff do not work with youth directly but are still involved within the organization.
9. If you would like to add another current or previous employer, click the (+) button. Otherwise, click Save & Continue.
10. Review your Youth Program Professional Application to ensure that it is accurate and that all questions have been answered to the best of your ability. If you need to make changes, click the Edit button associated with each section. At the bottom of the page, click Save & Submit.
11. Your Youth Program Professional Application has been submitted. Once approved by your organization or site, you will receive a confirmation e-mail.

Creating Reports

Reports on any information collected can be easily obtained for your individual organization, site, or program.

Reports Available

- Demographics of youth served by age, race/ethnicity, and special populations
- Demographics of program content
- Funding sources
- Staff metrics by race/ethnicity, time in the field, and highest level of education achieved

Organizations and sites will be able to track their own funding, employment, and program quality data.

Data necessary for grants and other reporting needs will be collected and provided.

Reports on demographics of youth served, demographics of program content, funding sources, and staff metrics can easily be created. All reports provided will only be from the data that is entered into the Youth Program Registry and is not a collective reflection of every organization in Washington State. Reports will pull data from the program level. Therefore, while an organization may be registered, no data will be available unless individual programs are in the Registry.

Race/Ethnicity

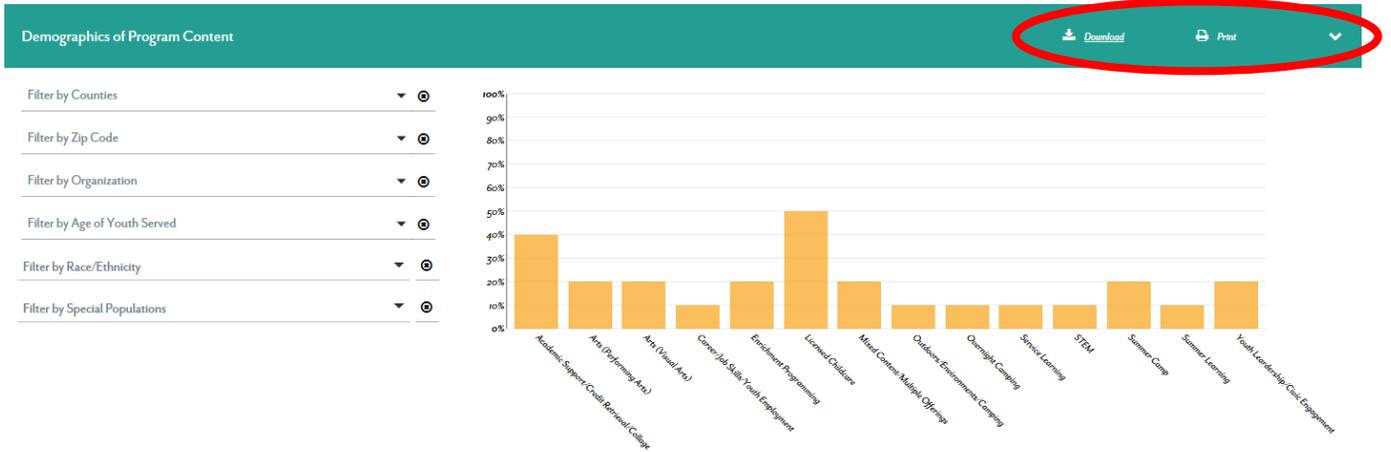


● African American	4%	400
● American Indian / Alaskan Native	1%	100
● Caucasian	75%	7500
● Chinese	2%	200
● Japanese	3%	300
● Korean	0.5%	50
● Latino/Hispanic	11%	1100
● Native American	2%	200
● Pacific Islander	1%	100
● Etc.	0.5%	50

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Reports can be downloaded using the buttons on the top right-hand corner of each section. Downloaded reports will be in the form of an Excel document. To hide the content, click the arrow. To show content, click the arrow again.



Filters Available

Filters	Youth Served Report	Program Content Report	Funding Sources Report	Staff Metrics Report
County	✓	✓	✓	✓
Zip Code	✓	✓	✓	✓
Your Organizations	✓	✓	✓	✓
Your Sites			✓	✓
Special Populations		✓		
Age of Youth Served		✓		
Race/Ethnicity		✓		

The default (without any filters selected) will display all data in aggregate from your organization and/or site only.

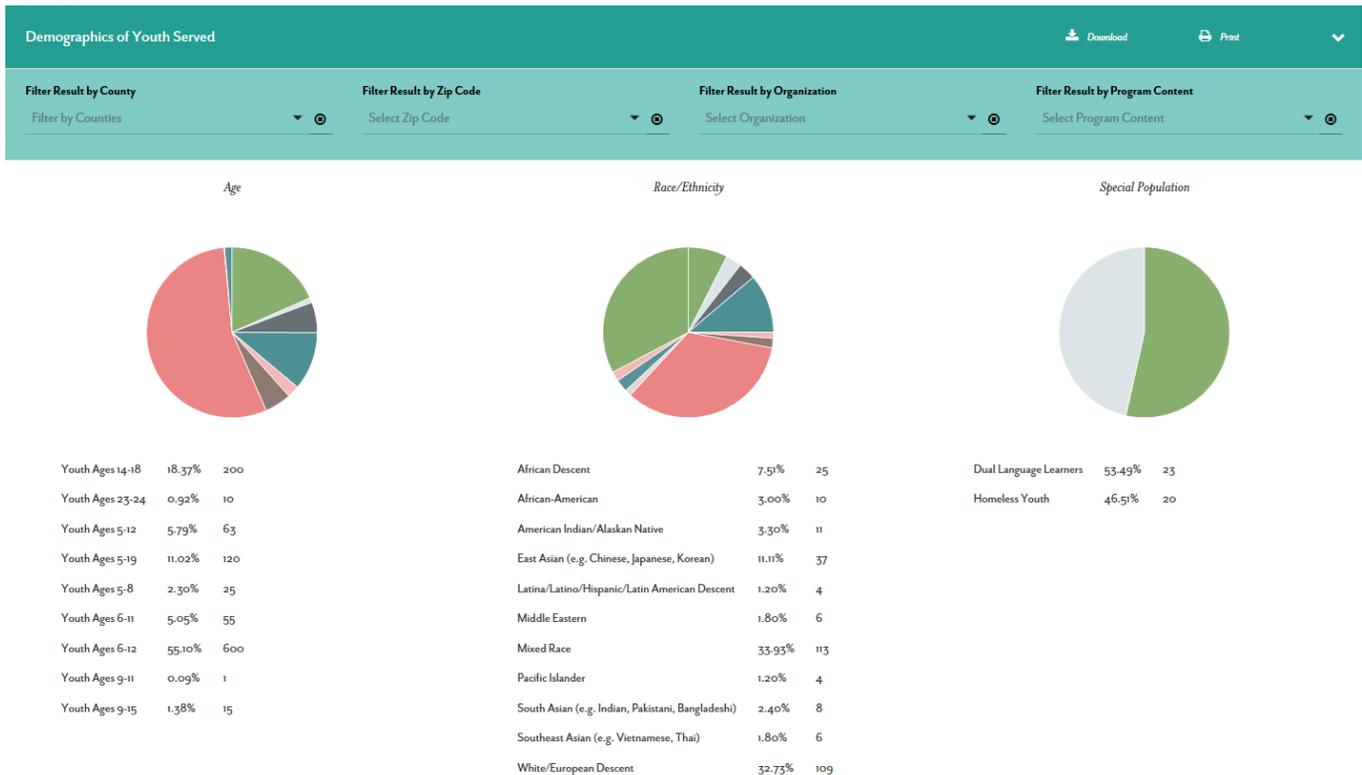
Who can view the reports?

Reports	Org Admin	Org Staff	Site Admin	Site Staff
Youth Served	✓	✓	✓	✓
Program Content	✓	✓	✓	✓
Funding Sources	✓	✓	✓	✓
Staff Metrics	✓		✓	

Reports Available

Demographics of Youth Served

Reports on demographics of youth served can be filtered by county, zip code, organization, and/or program content. The results will be separated into pie charts indicating age, race/ethnicity, and special populations of the youth served.



Users are able to use any or all of the filters provided. If no filter is selected, the default includes all data available for your organization or site, depending on your access level. Organization administrators and staff will be able to see aggregate data for their entire organization (and therefore all the sites and programs attached to that organization) while site administrators and staff will only be able to see aggregate data for their specific site. If you wish to clear a filter, click the X button next to the respective filter you would like to clear.

“No Data Available” will appear if there is no information in the Registry that correlates to your desired report. This may either be because the Registry has not gathered this data yet or the requests are invalid. For example, filtering through the 98290 in King County will yield “No Data Available” because the 98290 zip code is a part of Snohomish County, not King County.

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Demographics of Youth Served

Download Print

Filter Result by County: King

Filter Result by Zip Code: 12345

Filter Result by Organization: Select Organization

Filter Result by Program Content: Select Program Content

Age: No Data Available.

Race/Ethnicity: No Data Available.

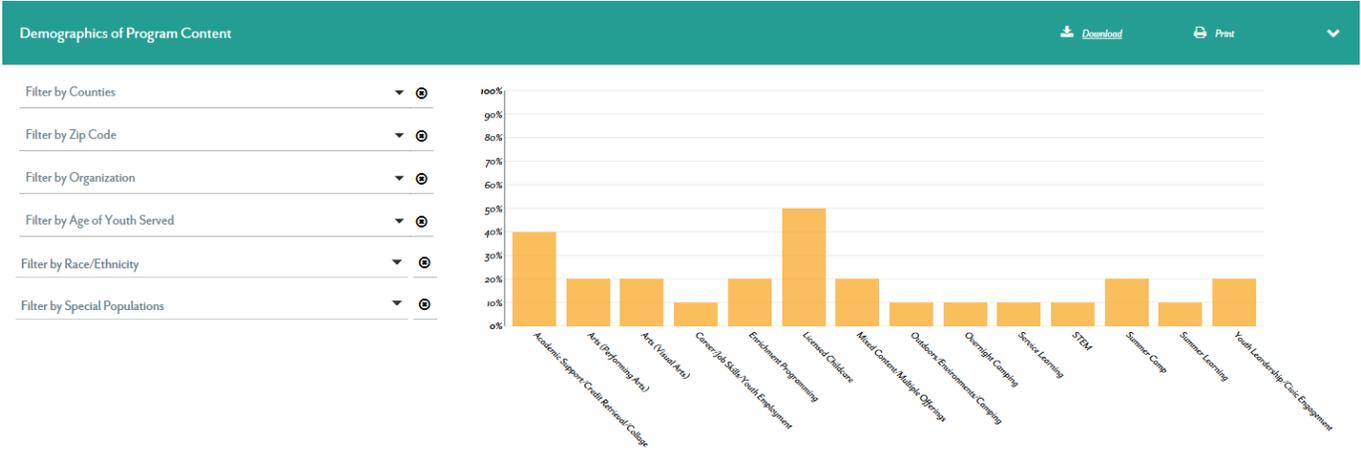
Special Population: No Data Available.

Results are shown in percentages via pie charts. Hovering over a section in a pie chart will show you the percentage and exact value.

Users should note that not every organization provides specific programming for special populations (LGBTQ, homeless, bilingual learners, etc.). If special population data is available, it represents the percentages of each group out of all the special population programming reported.

Demographics of Program Content

The results will be shown as a table, separated into different program content categories (arranged alphabetically on the x-axis) against percentages (y-axis).



If you wish to clear a filter, click the X button on the right of the respective filter you would like to clear.

“No Data Available” will appear if there is no information in the Registry that correlates to your desired report. This may either be because the Registry has not gathered this data yet or the requests are invalid. For example, filtering



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through the 98290 in King County will yield “No Data Available” because the 98290 zip code is a part of Snohomish County, not King County.

Demographics of Program Content

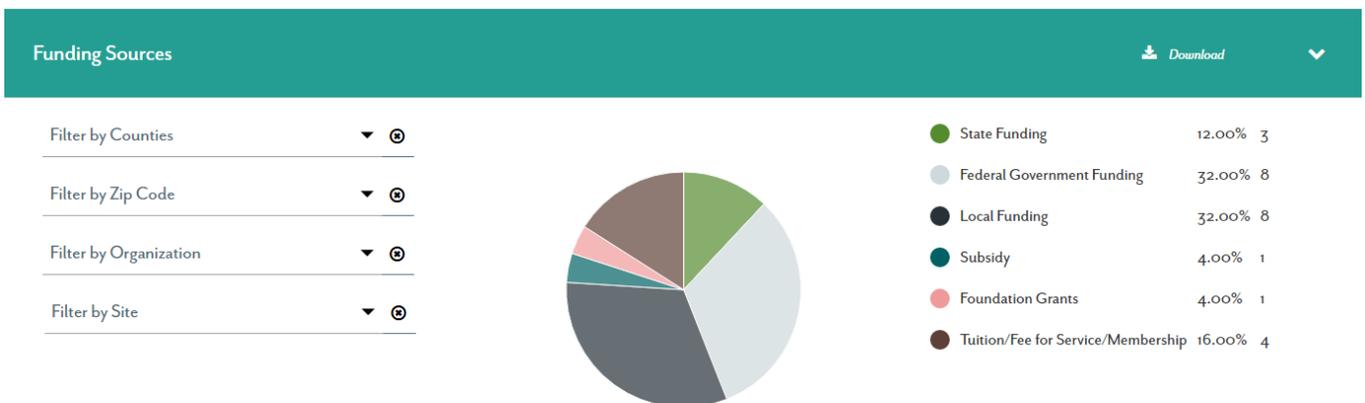
[Download](#)
[Print](#)

King	▼	⊕
g8001	▼	⊕
Filter by Organization	▼	⊕
Filter by Age of Youth Served	▼	⊕
Filter by Race/Ethnicity	▼	⊕
Filter by Special Populations	▼	⊕

No Data Available.

Funding Sources

Results are shown via a pie chart. Percentages and exact values are provided on the right and can also be viewed while hovering over a section of the chart. Users should note that the results represent the organizations that receive funding from a specific source, NOT how much funding a specific source dedicates to youth development organizations. For example, in the pie chart below, 15.15% of organizations registered receive funding from the state. From the numbers provided on the left, you can see that 15.15% indicates 5 organizations out of the total 33 registered. These 33 organizations are the ones in the Youth Program Registry, but are not an accurate representation of all youth development organizations in Washington State.



Staff Metrics

The results will be separated into pie charts indicating race/ethnicity of staff, their time in the field, and their highest education level achieved.

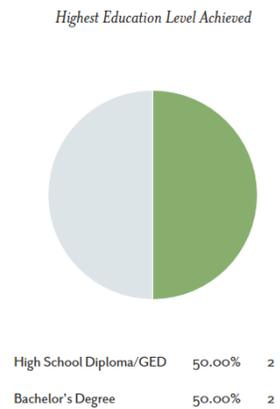
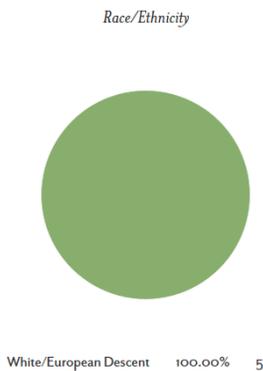


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Staff Metrics Download Print

Filter Result by County: Filter by Counties
 Filter Result by Zip Code: Select Zip Code
 Filter Result by Organization: Select Organization
 Filter Result by Site: Select Site



Downloading Data

Data for each report can be downloaded into an Excel document. Users may customize the data in order to create their own reports.

The download button for each report can be found on the top right-hand corner.

Funding Sources Download

Filter by Counties
 Filter by Zip Code
 Filter by Organization
 Filter by Site

Federal Government Funding	28.57%	4
Local Funding	14.29%	2
Subsidy	14.29%	2
Corporate Grants	14.29%	2
Foundation Grants	14.29%	2
Tuition/Fee for Service/Membership	14.29%	2

Filters will not be taken into account when downloading data. All Excel sheets will include information from your entire organization (if you are an organization administrator or staff) or site (if you are a site administrator or staff).



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The following chart lists all the information that can be downloaded. Each of the four individual reports will be its own Excel spreadsheet.

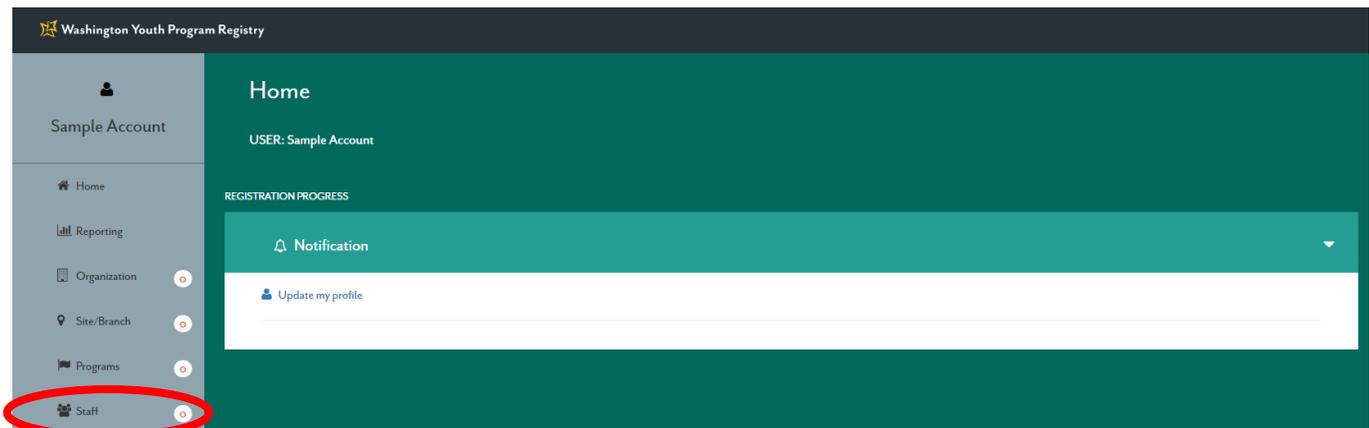
Youth Served Report	Program Content Report	Funding Sources Report	Staff Metrics Report
Program Name	Program Name	Organization Name	Staff Unique ID
Organization Name	Organization Name	Organization Address	Current Organization(s)
Organization Address	Organization Address	Organization Funding Sources Selected	Past Organization(s)
Type of Organization	Type of Organization	Site Funding Sources Selected	Highest Level of Education
Site Name	Site Name		Time in Field
Site Address	Site Address		Race/Ethnicity
Number of Youth by Age Served	Program Contents Served		
Number of Youth by Race/Ethnicity			
Number of Youth by Special Populations			

Downloadable data for Staff Metrics will only be accessible to organization and site administrators. Individual names will not be included in the Excel spreadsheets; each staff member will be associated with a unique ID number.

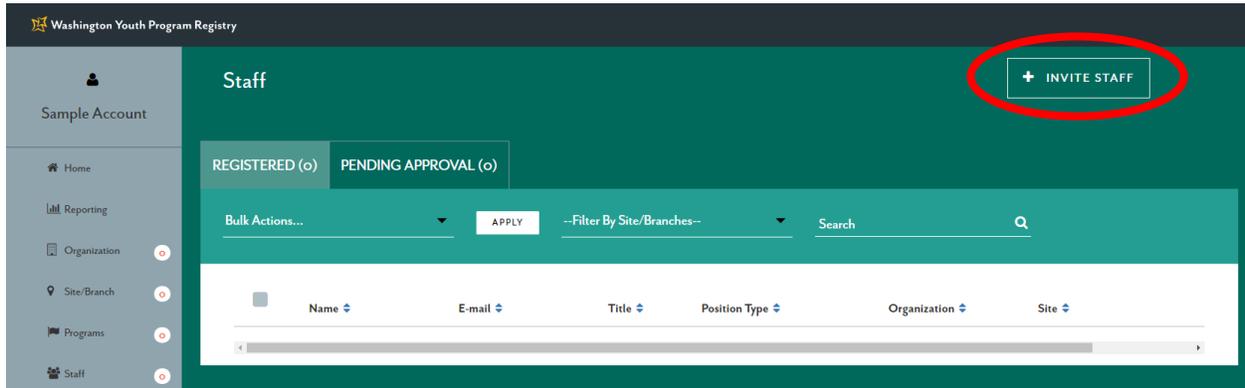
Staff Invite

Invite other youth development professionals to join the Washington Youth Program Registry!

1. After logging in to your user account on the Washington Youth Program Registry homepage, click on the Staff tab on the left panel.



2. Click the +Invite Staff button on the top right hand corner.



3. Enter the staff member's information. An optional message may be included.

Staff Information

First Name *

Last Name *

Position Title

E-mail Address *

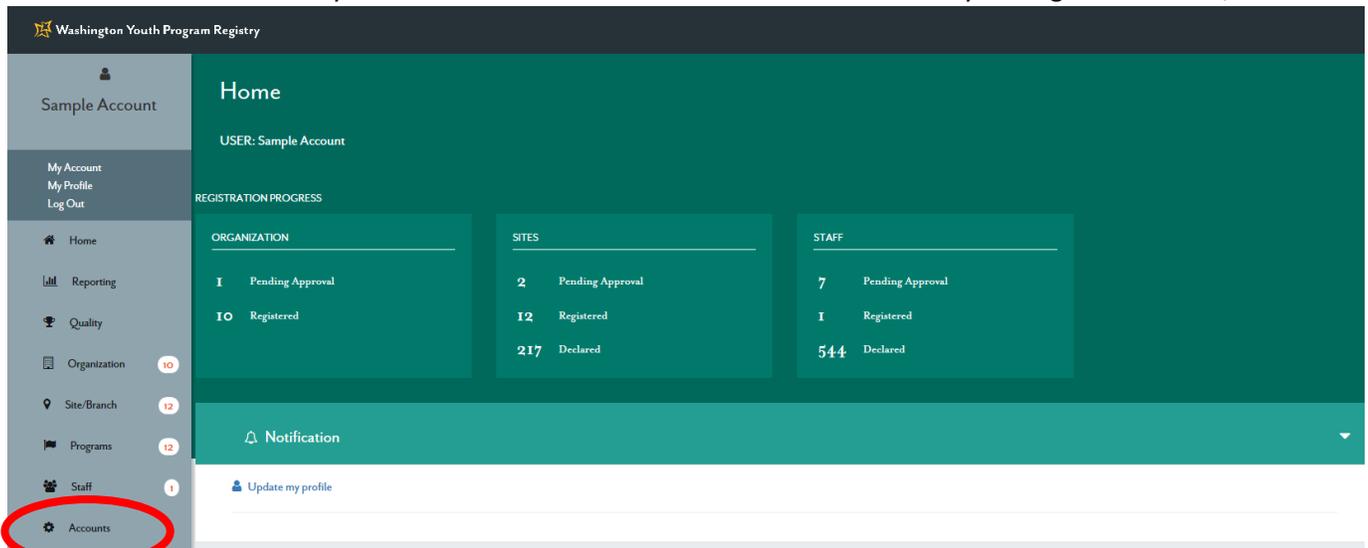
Message (Optional)



4. Click Send Invite.

Managing Accounts as an Administrator

Users who are an organization and/or site administrator will see an "Accounts" tab on the left panel of their dashboards. This will allow you to edit access roles for the staff who work under your organization and/or site.



Washington Youth Program Registry

youthprogramregistry.org

Under Accounts, you will be able to see all the user accounts under your organization (if you are an organization administrator) or site (if you are a site administrator). Hovering over an account will display a View/Edit button.

Washington Youth Program Registry

Accounts

ALL (4) ORG ADMIN (2) SITE ADMIN (0) COACHES (0)

Search

Name	E-mail	Organization	City	Access
Account, Sample View/Edit	sample@registry.com	102 Organization	South California	user_staff, organization_admin
Demo102, Hanifa	hanifa+102@upwardstech.com	102 Organization	South California	organization_admin
Demo105, Hanifa	hanifa+105@upwardstech.com	102 Organization	South California	organization_staff, site_staff
104, Hanifa	hanifa+104@upwardstech.com	102 Organization	South California	organization_staff

Clicking the View/Edit button will lead you to a page similar to your own My Account page, but for another person. While you cannot edit their Account Settings or Notification Settings, administrators will be able to assign different access roles. If you are an organization administrator, you will be able to change any individual under your organization's role or assign another administrator. If you are a site administrator, you will only be able to view individuals associated with your own site and assign site administrators and/or staff.

Washington Youth Program Registry

Account

Hanifa Demo102

ACCOUNT SETTINGS

First Name*
Hanifa

Last Name*
Demo102

Account E-mail*
hanifa+102@upwardstech.com

Quick Tip
This account e-mail will also be your login.

NOTIFICATION SETTINGS

Send notifications to:
Enter E-mail Address

ACCESS ROLE(S)

Access role(s) may only be assigned by SOWA, an organization, or a site administrator. An administrator can only provide user and viewing rights to those who have a lower level of access.

Please read the complete access role definitions and rights.

Organization
102 Organization

Access Role
Organization Admin

Add additional access role

I have read and agreed to the privacy policy and terms.

SAVE CHANGES

Washington Youth Program Registry

youthprogramregistry.org

If you are assigning another member as a site administrator or site staff, you will have to type in the name of the organization and then select the specific site you would like to assign an access role to.

When you're done, click Save Changes.

Access Roles

There are four access roles in the Youth Program Registry: organization administrators, organization staff, site administrators, and site staff. A full list of features available to each role is presented below.

Feature	Org Admin	Org Staff	Site Admin	Site Staff
View Youth Served Report	✓	✓	✓	✓
View Program Content Report	✓	✓	✓	✓
View Funding Sources Report	✓	✓	✓	✓
View Staff Metrics Report	✓		✓	
Approve Organization Applications				
Approve Site/Branch Applications	✓			
Approve Program Applications	✓		✓	
Approve Youth Professional Applications	✓		✓	
Assign Organization Administrators	✓			
Assign Site Administrators	✓		✓	

Contact Us

If you have questions, comments, or concerns, please feel free to contact School's Out Washington.

Washington Youth Program Registry

youthprogramregistry.org

On the Washington Youth Program Registry homepage, you may click from the top dashboard. The Contact button is located at the top right corner of the page, next to the large orange Register button.



This will lead you to the bottom of the page. Click on the large, orange Contact Us button.



Please leave your full name, e-mail address, organization, and site/branch. Include a subject line and message, and a representative from School's Out Washington will respond to you as soon as possible.



Washington Youth Program Registry

youthprogramregistry.org

Contact Us

Let us know your name, e-mail, and where you work. We will respond as soon as possible.

First Name *

Last Name *

Email Address *

Organization *

Site/Branch *

Subject *

Your Message *

SEND MESSAGE

School's Out Washington

School's Out Washington is expanding and improving the Afterschool and Youth Development (AYD) field by providing support and resources to the programs that work with youth. Whether it is working with schools to provide better support to immigrant and refugee population or helping afterschool programs to improve the quality of their work, School's Out assists programs and organizations so they offer the best services they can.

801 23rd Avenue S, Suite A

Seattle, WA 98144

E-mail: registry@schoolsoutwashington.org

Phone: 206-320-2396

School's Out Washington's main office is located at:
801 23rd Avenue South, Suite A
Seattle, WA 98144

Main: (206) 323-2396

Direct Registry Support: (206) 336-6902

Our webpage is: <http://www.schoolsoutwashington.org>